

SENIOR HOUSING PROGRAM COORDINATOR FOR CONSTRUCTION

APPLICATION DEADLINE IS TUESDAY NOVEMBER 3, 2015 AT 11:59PM

Division: Community Programs

Reports to: Assistant Director of Community Programs

Location: Nashville, TN

Full-time/Part-time: Full-time

Salary Grade: 33

Monthly Salary Range Minimum: \$3,673

FLSA Classification: Non-exempt (01)

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

POSITION SUMMARY: With limited supervision develops, administers, and oversees adherence to applicable building standards and regulations in conjunction with the federally-funded HOME and Weatherization Assistance Programs, the state-funded Housing Trust Fund, and other programs. Such standards and regulations will relate to new construction and rehabilitation, lead based paint, green building, energy efficiency, accessibility, and applicable state, local and adopted international codes. Ensures conformity to building, electrical, plumbing, A/C mechanical and gas codes, as well as other applicable laws.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned.

- Develops, implements, and maintains rehabilitation and new construction standards for the agency in compliance with THDA, state and federal requirements.
- Inspects or coordinates the inspection of housing development activities undertaken by THDA grantees to ensure conformity with local, state, and international codes as applicable with federal and state program requirements.
- Provides oversight and coordination of work of inspectors engaged in the examination of the construction of buildings within the state.
- Performs reviews and approvals of work write-ups, estimates, plans and specifications through a pre-determined process.
- Assists in the development and implementation of energy efficiency standards that will be applicable to various housing programs across the agency.
- Analyzes and reviews federal and state statutory and regulatory policies as they relate to THDA-administered federal programs and the Housing Trust Fund; assists in interpreting and implementing these policies.
- Provides technical assistance to grantees and THDA staff as needed.
- Assists in training of THDA staff and partner agency personnel.
- Provides construction expertise to assist in the development of program manuals and policies.
- Reviews and provides input to contracts between grantee, beneficiary, and/or contractor as needed for conformance with program requirements.
- Assists with the review and scoring of applications for agency funds.
- Processes grantee pay requests.
- Sets up and closes out projects in the federal Integrated Disbursement and Information System (IDIS).
- Recommends policy clarifications and revisions.

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- Conducts monitoring visits and prepares monitoring reports.
- Researches specific policy issues as requested.
- Conducts and participates in workshops.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Education and Experience:

- High school diploma or GED and post high school certification.
- Bachelor's Degree in building, architecture, engineering or related field preferred.
- Two years of experience in housing development construction inspection, and/or building code compliance.
- Thorough knowledge of housing standards for new construction and rehabilitation, local building codes and international building codes.
- Experience working in a federal, state, or local housing program, including construction management and codes compliance, property management, real estate, or other housing field is preferred.
- Certification as a Residential Building Inspector or other applicable code disciplines by International Code Council (ICC) is preferred.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

Knowledge, Skills, Abilities, and Competencies:

- Thorough knowledge of modern building construction practices, methods, materials, equipment.
- Ability to understand and interpret building codes, plans and specifications.
- Skill in applying basic mathematical concepts to compute rate, ratio, and percent and to draw and interpret graphs, diagrams, and blueprints.
- Knowledge of and efficient with calculator; reference codes; ladder or scaffold; tape measure; level; hand tools.
- Knowledge of federal lead-based paint regulations.
- Knowledge of green building and energy efficiency standards.
- Knowledge of architectural requirements and standards required by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, as well as an understanding of Universal Design standards.
- Knowledge of weatherization standards such as the National Energy Audit Tool (NEAT) and the Manufactured Home Energy Audit (MHEA).
- Excellent verbal and written communication skills.
- Strong interpersonal skills.
- Treats people with dignity, respect, and compassion.
- Ability to enforce building codes and ordinances with firmness, impartiality and tact.
- Maintains credibility through sincerity, honesty, and discretion.
- Builds and maintains positive relationships with internal and external constituents, including fellow employees, contractors, the general public, architects, engineers, and public officials.
- Strong organizational skills.
- Strong time management skills; uses time effectively; consistently meets deadlines.
- Maintains a high level of confidentiality.
- Documents regularly, thoroughly, accurately, and completely.
- High level of detail and accuracy.
- Exercises good and consistently fair judgment, courtesy, and tact in dealing with the staff and public in giving and obtaining information.
- Computer literate; proficient in Microsoft Word, Excel, Outlook, and the internet; able to effectively adapt to and use other computer systems as needed for daily activities.

Special Demands:

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- Current, valid driver's license from domicile state and the ability to drive.
- Frequent in-state travel, including overnight travel, and occasional out-of-state travel.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.
- Ability to exert 20 pounds of force occasionally and up to 10 pounds of force frequently.
- Ability to perform frequent physical activity including walking, lifting, reaching, stooping, pulling, grasping, balancing, climbing, kneeling, standing, and crouching.
- Manual dexterity is required to operate equipment in performance of duties.
- Ability to perform work activities both inside and outside with no effective protection from weather changes.
- Ability to hear sufficiently to perceive information at normal spoken word levels.
- Work entails possible safety hazards and necessary safety precautions are to be taken to prevent injury.

EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER

PLEASE VISIT OUR WEBSITE AT WWW.THDA.ORG AND FOLLOW THE ONLINE INSTRUCTIONS

APPLICATION MUST BE COMPLETE AND RESUME ATTACHED TO BE CONSIDERED